

ISSUED TO _____

DATE _____

SEWERAGE AND WATER BOARD OF NEW ORLEANS



INVITATION TO BID

**SPECIFICATIONS FOR
#1 ALL PURPOSE RAG WIPERS**

REQ. NO. YW22-0001

**PROPOSALS TO BE RECEIVED
11:00 A.M., LOCAL TIME, JANUARY 6, 2022**

SEWERAGE AND WATER BOARD OF NEW ORLEANS

INVITATION TO BID #1 ALL PURPOSE RAG WIPERS

REQUISITION NO. YW22-0001

- 1) Sealed proposals will be received by the Sewerage and Water Board of New Orleans, at the office of its Purchasing Agent, Room 133, 625 St. Joseph Street, New Orleans, Louisiana 70165, up to 11: 00 O' Clock A.M and read at 11:30 A.M., on **January 6, 2022** and publicly opened immediately thereafter, for furnishing:

#1 ALL PURPOSE RAG WIPERS

in accordance with the following specifications and as listed in the Form of Proposal any proposal received after that time will be returned "unopened".

2) INFORMATION FOR BIDDERS

All proposals will be delivered to the Purchasing Agent of the Sewerage and Water Board, 625 St. Joseph St., New Orleans, Louisiana 70165, no later than 11:00 A.M. local time, of the date set for the opening of proposals, and any proposal received after that time will be returned unopened. Only one proposal must be placed in an envelope, and the envelope must be sealed and addressed to the Sewerage and Water Board of New Orleans, and must be marked plainly on the outside, "**Proposal for #1 ALL PURPOSE RAG WIPERS.**"

Bid Openings will continue to occur by the Sewerage and Water Board of New Orleans but Public attendance of these can only be done via teleconference. The teleconference information is as follows:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 504-224-8698,,154863333#](#) United States, New Orleans

Phone Conference ID: 154 863 333#

All proposals must be made upon the form embodied in these specifications, this form must not be detached from the specifications and when accepted by the Sewerage and Water Board, the same shall constitute the contract.

THE ENTIRE SPECIFICATION MUST BE PRINTED AND SENT IN AS YOUR BID.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE WILL BE ACCEPTED. PENCIL FIGURES OR PENCIL SIGNATURES WILL DISQUALIFY BIDDER.

NOTE: A mandatory pre-bid conference will be held on **DECEMBER 29, 2021** at **10 a.m.** local time via teleconference as follows:

Microsoft Teams Meeting

[Click here to join the meeting](#)

Or call in (audio only)

[+1 504-224-8698,,261348667#](#) United States, New Orleans

Phone Conference ID: 261 348 667#

INQUIRY PERIOD

An inquiry period is hereby firmly set for all interested vendors to perform a detailed review of the bid documents and to submit any written questions relative thereto. Without exception, all questions **MUST** be in writing.

Inquiries are to be directed as follows:

TO: Shelita Sells

BY: email: ssells@swbno.org

The SWBNO Shall not and cannot permit an open-ended inquiry period as this creates an unwarranted delay in the procurement cycle and operations of our departments. The SWBNO reasonably expects and requires responsible and interested proposers to conduct their in-depth response review and submit inquiries in a timely manner.

All inquiries shall be received by **11:00 a.m. on December 30, 2021.**

- 3) Permission will not be given for the withdrawal of, alteration of, or addition to any proposal after the final time set for the receipt of sealed proposals.
- 4) Proposals will not be received from any person or party in default upon any contract with the Sewerage and Water Board; and any proposal which does not fully comply with all of the provisions of the "Information for Bidders" and the "Specifications" will be considered informal and may be rejected.
- 5) Price bid in the proposal must be written in full in words and also, in figures; if there is a difference between the words and figures in any price bid, the price written in words will be considered to be the true bid.

NOTE: ERASURES OR OTHER CHANGES IN THE BID PRICE MUST BE INITIALED BY THE BIDDER.

- 6) Firm proposals are desired and no proposal containing an escalation clause will be considered.
- 7) As of September 1, 1991, the Sewerage and Water Board is exempt from all Local, State sales and usage taxes. The Board will not reimburse any vendor for any Local, State or Usage Taxes paid.
- 8) If two or more proposals are received, equal in amount and lower than any other proposal the Board reserves the right to evaluate these proposals and to decide which proposal will be accepted. Preference will be given to home Contractors, all conditions being equal.

- 9) In the event a manufacturer or their representative should submit a Bid that does not conform to the Specifications, he shall state in a signed letter attached to the Proposal, a detailed statement outlining specifically where their product(s) deviates from the Specifications. Printed matter may not be substituted for the above. Absence of such a letter shall be construed that the product(s) bid does meet the specifications.
- 10) The Sewerage and Water Board reserves the right to reject all proposals and may exercise that right if doing so should appear to be in the best interest of the Board. The board may waive informalities in the lowest proposal and accept this proposal if this should appear to be in the best interest of the board.
- 11) In accordance with R.S. 38:2212(H), the Sewerage and Water Board recommended awards based on bid results will be released via email notification to all respondents either no sooner than fourteen (14) days following the bid opening or after the recommendation of award by SWBNO or the design professional, whichever occurs first. Bidders may also telephone the Purchasing Department of the Sewerage and Water Board in order to determine the bid results. Objection by a bidder to any recommended award must be made in writing to the Purchasing Agent or Assistant Purchasing within 72 hours (excluding Saturdays, Sundays, and Holidays) after that recommended bid award notification.

12) ACT 318 OF 1958

Under the terms of Act 318 of 1958, of the Regular Session of the Legislature of the State of Louisiana, all things being equal, preference must be given to either (1) firms doing business in the State of Louisiana or (2) to products produced, grown or manufactured in the State.

Before any bill for supplies shall be paid to any non-resident firm, a statement in writing shall be submitted by the seller to the effect that their firm has paid all taxes duly assessed by the State of Louisiana and its political subdivisions including franchise taxes, privilege taxes, sales taxed and all other taxes for which it is liable to the State and its political Subdivisions.

The law of the State of Louisiana shall govern this contract. Exclusive venue for any lawsuits or disputes arising from or related to this solicitation or an agreement negotiated pursuant thereto shall be in the Civil District Court for the parish of Orleans. This agreement shall be construed and enforced in accordance with the laws of the State of Louisiana, excepting its conflict of law provisions.

13) JURISDICTION & CHOICE OF LAWS

The law of the State of Louisiana shall govern this contract. Exclusive venue for any lawsuits or disputes arising from or related to this solicitation or an agreement negotiated pursuant thereto shall be in the Civil District Court for the Parish of Orleans. This agreement shall be construed and enforced in accordance with the laws of the State of Louisiana, excepting its conflict of law provisions.

14) RIGHT TO AUDIT

The contractor will submit to any SWBNO audit, inspection, and review and, at the SWBNO's request, will make available all documents relating or pertaining to this Contract maintained by or under the control of the Contractor, its employees, agents, assigns, successors and subcontractors, during normal business hours at the Contractor's office or place of business in Louisiana. If no such location is available, the Contractor will make the documents available at a time and location that is convenient for the SWBNO.

Administrative and financial records shall be made and kept by the contractor in accordance with generally accepted accounting principles and practices. Records shall include, but are not limited to, accounting records, daily reports, change order requests, correspondences and subcontract files (hard copies as well as computer readable data, if it can be made available). Records must be retained and made available upon request for a minimum for five (5) years following completion or formal acceptance of the contracted project.

The Contractor will abide by all provisions of City Code § 2-1120, including but not limited to City Code § 2-1120(12), which requires the Contractor to provide the Office of Inspector General with documents and information as requested. Failure to comply with such requests shall constitute a material breach of the Contract. The Contractor agrees that it is subject to the jurisdiction of the Orleans Parish Civil District Court for purposes of challenging a subpoena.

15) INDEPENDENT VENDOR STATUS

The Vendor is an independent Vendor and will not be deemed an employee, servant, agent, partner, or joint venture of the Board and will not hold itself or any of its employees, sub-contractors or agents to be an employee, partner, or agent of the Board.

16) NON-DISCRIMINATION

In the performance of this Agreement, the Vendor will not discriminate on the basis, whether in fact or perception, of a person's race, color, creed, religion, national origin, ancestry, age, sex (gender), sexual orientation, gender identity, domestic partner status, marital status, physical or mental disability, or AIDS – or – HIV status against (1) any employee of the Board working with the Vendor in any of Vendor's operations within Orleans Parish or (2) any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by the Vendor.

The Vendor agrees to comply with and abide by all applicable federal, state and local laws relating to non-discrimination, including, without limitation, Title VII of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

17) NON-DISCRIMINATION IN EMPLOYMENT

In all hiring or employment made possible by, or resulting from this Agreement, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry, and (2) where applicable, affirmative action will be taken to ensure that the Vendor's employees are treated during employment without regard to their race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry.

This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, orientation, creed, culture, or ancestry. The Vendor will require all sub-contractors to comply with the requirements of this article.

18) NON-COLLUSION STATEMENT

The Contractor confirms that this Agreement is entered into with the Board without any connection with any person or persons making a proposal for the same services, and that it is in all respects fair and without collusion or fraud; also that no member of the Board or public official of the City, who are by law are excluded from participation herein, is directly or indirectly interested herein or in furnishing the services to which it relates or in any portion of the profits thereof.

19) NON-SOLICIATION STATEMENT

The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.

20) CONVICTED FELON STATEMENT

The Contractor confirms that no principal, member, or officer of the Contractor has, within the proceeding 5 years, been convicted of, or pled guilty to, a felony under state or federal statues for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

21) INSURANCE

1. Except as otherwise noted, at all times during this Agreement or the performance of work required by this Agreement, the Consultant will maintain the following insurance in full force and effect for the duration of the work under this Agreement:

A. Minimum Requirements:

- i. Consultant shall maintain at its own expense, and in good standing, such insurance as will protect the SWBNO, the City of New Orleans, their officers, officials, employees, boards, commissions, and volunteers, and the Consultant itself, from and against any and all claims or damages to public or private property or personal injury, including death, to employees or the public, which may arise from any operations under this contract or any of its subcontracts. The coverage shall contain no special limitations on the scope of protection afforded to the SWBNO or the City. Both the SWBNO and the City shall appear as "Additional Insured" on all Commercial General Liability and Business Automobile Insurance. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the SWBNO and the City, their officers, officials, employees, boards and commissions, and volunteers.

The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

If this transaction requires the Consultant or subconsultant's employees to enter SWBNO's facilities or job sites, a senior employee of the Consultant and/or any subconsultant will review the SWBNO's Safety Orientation Notice (Notice) and will explain this Notice to every employee who will enter SWBNO facilities. This Notice is included as a part of the specifications for this contract.

Consultant and its insurers shall agree to waive all rights of subrogation, except on their Professional Liability Policy, against the SWBNO, the City, and their officers, officials, employees, boards and commissions, and volunteers for losses arising from work performed by the Consultant for SWBNO and the City. Each insurance policy required by this contract shall be endorsed to state that coverage shall not be suspended, voided or canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, that has been given to the Risk Manager of SWBNO. In general, insurance is to be placed with insurers with a Best's rating of at least A-, although this requirement may be reviewed and modified by the Risk Manager of SWBNO in the best interest of SWBNO. The Risk Manager may also consider performing such review upon written request from Consultant. Consultant shall furnish SWBNO and the City with certificates of insurance affecting coverage required by this contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

The certificates of insurance are to be received and approved by the Risk Managers of SWBNO and the City before work commences. In the event of a claim, Consultant shall make applicable insurance policies available for review by SWBNO and the City. Consultant shall retain its rights to restrict disclosure of Consultant's proprietary information.

The following are the types of insurance policies and the minimum limits of insurance coverage which shall be maintained by Consultant during the entire term of the Contract:

- a) **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE**, as will protect him from claims under Workers' Compensation Laws. The Workers' Compensation section of the policy shall afford statutory limits and be in accordance with all Louisiana Workers' Compensation Statutes. The Employers' Liability limit shall not be less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee/policy limit for bodily injury by disease. Whenever any vessel or floating equipment is involved, the insurance shall afford coverage under the Federal Longshoremen's and Harbor Workers' Act, and shall also include protection for injuries and/or death to Masters and Members of the crews of vessels with statutory limits in accordance with the Jones Act.
- b) **COMMERCIAL GENERAL LIABILITY INSURANCE**, with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, including Explosion, Collapse, and Underground Property Damage Hazards. The Products-Completed Operations aggregate limit shall not be less than \$1,000,000 each occurrence. The general aggregate limit shall apply separately to this project.
- c) **BUSINESS AUTOMOBILE INSURANCE**, which shall cover liability arising from any auto (including owned, hired, and non-owned vehicle). The limit of liability shall not be less than \$1,000,000 combined with each accident for all injuries, property damage, and/or death resulting from one occurrence.
- d) **ERRORS AND OMISSIONS/PROFESSIONAL LIABILITY INSURANCE**, whichever is applicable to the particular profession or service to be provided, with limit of not less than \$1,000,000 each Claim, with a \$2,000,000 annual aggregate, without any restrictive "negligent act, negligent error, or negligent omission" clause and sufficient to protect the Consultant, SWBNO, and the City, for a five (5) year period from completion of this contract, against any and all claims which may arise from the Consultant's negligent performance of work described herein.

In addition, Consultant shall be required to furnish to the Risk Manager of SWBNO all copies of investigative reports with regard to any and all claims filed with the Consultant and his insurance carriers relative to the contract, with the exception of claims filed against his Workers' Compensation Insurance. Such reports shall include date, location, and description of loss as well as amounts of settlements or judgments in order that annual aggregate limits may be monitored by SWBNO for Consultant's compliance with these specifications.

The furnishing of insurance as provided above shall not relieve Consultant of its responsibility for losses not covered by insurance. Prior to the signing of the contract, evidence of all such applicable insurance satisfactory to SWBNO shall be filed with the Risk Manager of SWBNO. All policies shall be in insurance companies authorized to do business in Louisiana and shall remain in full force and effect until the final completion of the work and acceptance thereof by the authority of SWBNO. Consultant and/or his insurer shall notify the Risk Manager of SWBNO at least thirty (30) days in advance of any insurance coverage to be canceled or of any insurance coverage that will expire. Consultant shall simultaneously furnish the SWBNO evidence of new coverage to be effective the same day and hour of the expired or canceled coverage. In the event Consultant fails to submit this evidence of new coverage five (5) days prior to cancellation date or expiration date of any policy or policies, SWBNO will obtain the required coverage to become effective on date of cancellation or expiration of said policies. The cost of such new coverage shall be at the expense of Consultant and any expenditure incurred by SWBNO of this coverage will be deducted from any balance due to Consultant.

B. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

- i. **Additional Insured Status.** **The Consultant will provide, and maintain current, a Certificate of Insurance naming the City of New Orleans, SWBNO, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as "Additional Insureds" on the CGL policy with respect to liability arising out of the performance of this agreement. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). The Certificate of Insurance, as evidence of all required coverage, should name the Sewerage and Water Board of New Orleans Risk Manager and the City of New Orleans Risk Manager as Certificate holders and be delivered via U.S. Mail to 625 St. Joseph St., Room 119, New Orleans, LA 70165 and 1300 Perdido Street, 9E06—City Hall, New Orleans, LA 70112 respectively.**
- ii. **Primary Coverage.** For any claims related to this contract, **the Consultant's insurance coverage shall be primary** insurance as respects SWBNO, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by SWBNO shall be non-contributing to the Consultant's coverage.

- iii. Claims Made Policies. If applicable, the retroactive date must be shown and must be before the date of the contract or the beginning of work. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Consultant must purchase “extended reporting” coverage for minimum of 5 years after the termination of this agreement
 - iv. Waiver of Subrogation. **The Consultant and its insurers agree to waive any right of subrogation** which any insurer may acquire against SWBNO by virtue of the payment of any loss under insurance required by this contract.
 - v. Notice of Cancellation. Each insurance policy required above shall provide that **coverage shall not be canceled, except with prior notice to SWBNO of no less than 60 days.**
 - vi. Acceptability of Insurers. Insurance is to be placed with **insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A:VII**, unless otherwise acceptable to SWBNO’s Risk Manager.
2. The Consultant will provide SWBNO’s Risk Manager (at Attn: Risk Manager, 625 St. Joseph St., Room 119, New Orleans Louisiana 70165) and the City of New Orleans Risk Manager (at Attn: Risk Manager, 1300 Perdido Street, 9E06 City Hall, New Orleans, LA 70112) within 10 calendar days of the Effective Date and at any other time at the SWBNO’s request the following documents:
- a. Proof of coverage for each policy of insurance required by this Agreement;
 - b. Copy of the fully executed Agreement;
 - c. Copies of all policies of insurance, including all policies, forms, and endorsements; and
 - d. Statements disclosing any policy aggregate limit.
3. Without notice from the SWBNO, the Consultant will:
- 1. Replenish any policy aggregate limit that is impaired before commencement of any work or continuation of any work under this Agreement;
 - 2. Substitute insurance coverage acceptable to SWBNO within 30 calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement; and
 - 3. Notify SWBNO’s Risk Manager in writing within 48 hours of its receipt of any notice of non-renewal, cancellation, or reduction in coverage or limits

affecting any policy of insurance maintained under this Agreement and provide proof of reinstatement or acceptable substitution prior to such non-renewal, cancellation, or reduction in coverage or limits.

21-01 INDEMNIFICATION

To the fullest extent permitted by law, the Vendor shall indemnify, hold forever harmless, and defend the Board, its officers, agents, employees representatives and insurers from any and all claims, demands, suits, money judgments, costs and expenses arising out of any accident, injury or damage to loss of property, life or personal injury during the performance of this contract, growing out of resulting from or by reason of any act or omission by the Vendor, their agents or employees.

The Vendor shall further indemnify and hold the Board harmless from any and all claims and liens for labor, services or material furnished to the Vendor in connection with the performance of this contract.

Limitations by statute as to Workers' Compensation or any other benefits payable by or on behalf of the Vendor to any injured party shall not limit the Vendor's indemnification of the Board under this agreement.

21-02 WORKERS' COMPENSATION

Vendor herein expressly agrees and acknowledges that it is an "independent contractor" as defined in LSA-R.S. 23:1021 (6) that its' employees shall not be considered employees of the Board for workers compensation coverage, and that the Board shall not be liable to the Vendor or its employees for any Workers' Compensation benefits or coverage.

21-03 EXCLUSION OF UNEMPLOYMENT COMPENSATION COVERAGE

Vendor herein expressly agrees and acknowledges that it is an "independent contractor" as defined in LSA-R.S. 23:1472 (E), that neither the Vendor nor any one employed by the Vendor shall be considered an employee of the Board for the purpose of unemployment compensation coverage.

22) SAFETY ORIENTATION NOTICE

22-01 WELCOME

We welcome you to the S & WB and request your assistance in maintaining our Safety Standards. For the safety of yourself and everyone working at the S&WB, you are asked to observe the following safety precautions. When this notice has been read thoroughly, a senior representative of your company is required to distribute this information to all employees who will be affected. You may call The Risk Management Department at (504) 585-2252, or the Safety Unit at (504) 585-2253 if you have any questions.

22-02**BASIC**

1. Smoking will be allowed in designated areas only.
2. Horseplay, practical joking and fighting are positively prohibited.
3. The use or possession of illegal drugs or intoxicating beverages is strictly prohibited on all S&WB property.
4. Housekeeping is a must. We will keep our area safe and free from litter and expect you to do the same.
5. Handrails should always be used when going up and down ladders or stairs.
6. When working in confined spaces, the contractor must be in full compliance with (OSHA) Occupational Safety Health Administration Standard #29CFR 1910.146 at all times.

Atmospheric conditions such as adequate ventilation, presence of oxygen and absence of explosive gases will be assured before working in voids, tanks, or other enclosed spaces.

7. Radios must be turned off.

22-03**EMERGENCY**

The S & WB's Emergency Response Plan is a document, which provides specific notification instructions to be followed in case of hazardous materials spills. The Board's Environmental Affairs office telephone number is (504) 942-3856, normal business hours are 7:30 a.m.– 4:00 p.m. The Board's 24-hour emergency line is (504) 529-2837, press option 1, 625 St. Joseph Street and (504) 865-0575 (Central Control Dispatcher, Carrollton Plant).

Since Board contracts are performed under various circumstances at various locations, prior to beginning any work, the contractor should consult with the Board employee who is responsible for monitoring the contract in order to establish the most effective procedures for handling emergencies. The Risk Management Department or the Safety Unit are available for advice in these matters at the above phone numbers.

22-04**TRANSPORTATION**

Warning signals and lights shall be used as follows:

1. Rotating beacons shall be used if your vehicle is so equipped.
2. Tail lights/emergency flashers shall be used.

3. Orange reflector type safety cones shall be placed to give other motorists warning.
4. If vehicle is moving, backing, or parking proper traffic control shall be exercised.

22-05 PROTECTIVE CLOTHING AND EQUIPMENT

All personnel who are exposed to eye hazards will wear safety glasses. Hard hats will be worn at all times while an employee is in the immediate vicinity of overhead hazards or while operating heavy equipment without a Rollover Protection Device.

Protective clothing and equipment such as rubber aprons and gloves, eye and face protection, approved respirators or dust masks will be worn when handling all harmful chemicals.

22-06 REPORTING

Defective equipment, machinery, hazardous conditions, or unsafe work practices or conditions shall be reported immediately to your Supervisor/Foreman who will then contact proper S&WB personnel for corrections.

All injuries will be reported to the Risk Manager, (504) 585-2252 or to the Safety Unit, (504) 585-2253, regardless of how minor an injury may seem. S&WB employees may hold safety meetings to discuss and promote safe working conditions and accident prevention(s) which you may be asked to attend.

22-07 WORKSMART

Stay alert at all times; know what is going on around you. Know the safe operating procedures concerned with your assigned duties. When your duties may influence the Safety of Board Employees, notify the employees and their supervisors first.

Vendor/Contractors shall at all times demonstrate strict compliance with a Federal, State and Local regulations regarding safety, including but not limited to all relevant D.E.Q. (Department of Environmental Quality), D.O.T. (Department of Transportation), E.P.A. (Environmental Protection Agency), and O.S.H.A. (Occupational Safety Health Act) regulations.

The Vendor/Contractor will at the request of the Risk Manager and Senior Safety Engineer remove any of his employees found to be creating or contributing to unsafe conditions.

The following items are not allowed on any Sewerage and Water Board Facility or jobsite:

- Firearms and Ammunition
- Alcohol and Illegal Drugs

23) **DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

23-01 **S&WB DBE POLICY**

In accordance with the adoption of Resolution R231-97, the Sewerage and Water Board of New Orleans has established a race and gender-neutral Disadvantaged Business Enterprise (DBE) Plan. The prime contractor shall be required to make a demonstrated good faith effort to award **30%** percent of the amount of the contract to certified disadvantaged business enterprises as **service providers or suppliers performing commercial useful functions which are consistent with the services or supplies required on this contract.** The percent participation having been determined for this specific contract by recommendation of the **Staff Contract Review Committee (SCRC)**, which is comprised of Sewerage and Water Board staff members.

This percentage requirement shall be considered an informality which is subject to modifications and may be waived or adjusted by the Sewerage and Water Board of New Orleans if the prime contractor, after having demonstrated a good faith effort, is unable to comply with the requirement.

23-02 **DEMONSTRATED GOOD FAITH EFFORTS**

Before receiving an award of the contract, the contractor must meet the DBE Goals or prove that he/she has made a demonstrated good faith efforts. To determine whether a particular contract bidder has made demonstrated good faith efforts to reach the DBE participation goal, the Board and its staff will consider the following:

- A. Whether the contractor attended all pre-bid meetings that may have been scheduled by the Board to inform DBE firms of subcontracting opportunities and/or requested the Board Directory of Certified DBE firms;
- B. Whether the contractor advertised in general circulation and trade association publications, concerning the DBE subcontracting opportunities, and allowed the subcontractors reasonable time to respond;
- C. Whether the contractor provided written notice to a reasonable number of individually named DBE firms and allowed sufficient time for the DBE firms to participate effectively;
- D. Whether the contractor followed up initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested in bidding;
- E. Whether the contractor selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the

DBE goals (including breaking down contracts into smaller units to facilitate DBE participation);

- F. Whether the contractor provided interested DBEs with adequate information about the plans, specifications and requirements of the contract;
- G. Whether the contractor negotiated in "good faith" with interested DBEs and did not reject DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities;
- H. If the contractor did reject a DBE as unqualified, the contractor must state his or her reason for doing so in writing;
- I. Whether the contractor has used the services of available community organizations and small and/or disadvantaged business groups; local, state and federal small or disadvantaged business assistance offices; and other organizations that provide assistance in the recruitment and placement of DBE firms;
- J. Whether the contractor has made sufficient efforts to negotiate with DBEs for specific sub-bids, including at a minimum:
 - 1. Names, addresses, telephone numbers of DBEs that the contractor contacted
 - 2. A description of information provided to those DBE firms, and
 - 3. A statement of why additional agreements with DBEs were not reached to include but not limited to proof that the DBEs' price exceeded that of non-DBEs.

23-03 POLICY

It is the policy of the Board that DBE firms, as defined in the Board's Disadvantaged Business Enterprise Plan, shall have the maximum allowable opportunity to compete for the award of the participation in the performance of the Board's publicly bid contracts. Consequently, the SCRC and the Board have set the DBE participation goal applicable to this Professional Service and/or Goods and Service Contract.

23-04 DBE OBLIGATION

The Board and its contractors agree to ensure that DBES, as defined in the Board's Disadvantaged Business Enterprise Plan, shall have the maximum allowable opportunity to compete for the award of the participation in the performance of contracts and subcontracts provided under this agreement.

In this regard, contractors shall take all necessary and reasonable steps in accordance with this DBE Plan to ensure that DBEs have the maximum allowable opportunity to compete for such contracts. The Board and its contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of the Board's publicly bid contracts.

23-05 UTILIZATION OF DBE VENDOR LISTINGS

All bidders are required to utilize the most recent Sewerage and Water Board State-Local Disadvantaged Business Enterprise Program Approved Vendor Listings for Construction, **Goods & Services/Professional Services**, in their selection of DBE entities to meet DBE participation goals.

Bidders are required to utilize DBE's as service providers or suppliers only in the areas for which they are certified.

A description of the areas of work that DBE's can provide is contained in these vendor listings. In addition, an alphabetical list of vendors/contractors is provided on line indicating the name of the company, address, name of owner, telephone number, fax number, the date the company became certified, and a description of the work that these entities are certified to perform. **Companies that are already certified as a DBE cannot fulfill the DBE requirements by listing themselves as the subcontractor to meet the DBE goal. The prime contractor shall select another DBE from the Sewerage and Water Board's Approved Vendor Listing.**

23-06 CONTACTING DBE'S AND OBTAINING A FIRM PRICE

All prime contractors/vendors are required to contact DBE's and obtain a firm price before listing the DBE's on the Participation Summary Sheet. As confirmation of established contact, bidder will include with their Participation Summary Sheet submission a signed correspondence from the SLDBE subcontractor on their own letterhead that reaffirms negotiated terms such as scope of work and monetary compensation.

23-07 FAILURE TO COMPLY WITH DBE BID SPECIFICATIONS

All bidders for this Board contract are hereby notified that failure to comply with the above DBE specifications may constitute the bid as being non-responsive, and sufficient cause for rejection.

23-08 FAILURE TO CARRY OUT DBE POLICY

All bidders potential contractors, or subcontractors for this Board contract are hereby notified that failure to comply with the DBE policy and DBE obligations, set forth above, shall constitute a breach of contract which may result in termination of the contract or such other remedy as deemed appropriate by the Board, to include excluding bidder from bidding on future Board contracts.

23-09 SETTING MINIMUM PARTICIPATION GOALS

The stated minimum percentage DBE participation goal recommended by SCRC and approved by the Board applies to the work of this contract. Bids which are not accompanied by a properly completed Schedule of DBE Participation Summary Sheet showing that at least the percentage goal of the total contract bid price will be subcontracted or otherwise awarded through procurement action to DBES shall be considered unresponsive, unless:

- A. An affidavit is furnished by the bidder with its bid showing that the DBE goals cannot be met for the following reasons:
 - 1. No DBE firms made offers. Here, it must be shown, documented and demonstrated that good faith efforts (as defined in Part III, D, 2 of the Board's DBE Plan) were made by the bidder to obtain the participation of DBE firms and that they did not respond, or
 - 2. The DBE offers made and accepted for subcontract and/or material supplies do not total the stated goal for participation, but total a lesser percentage, and
 - 3. The bidder was unable to obtain DBE further participation, despite his or her demonstrated good faith efforts (as defined in Part III, D, 2 of the Board's DBE Plan) to obtain additional participation by DBE firms.
- B. Each of the assertions made by the bidder must be supported by documentary evidence.

23-10 OTHER CLAUSES UNAFFECTED

Nothing contained herein shall invalidate, change, annul, release, restrict, or affect the liability on the bonds or insurance given by the contractor, or the time required for completion of the contract.

23-11 DETERMINATION OF EFFORTS TO MEET GOALS

Initial determination of bidder efforts to meet the DBE participation goal shall be based on the DBE participation representations submitted with the bid. Bidders shall submit all the forms required herein with their bids, and the DBE Office will examine the contents thereof. The Board's DBE Officer may, if deemed advisable, request further information, explanation, or justification from any bidder.

23-12 CONTRACT MONITORING

- A.** The Board's DBE Office will monitor contractor during the operation of the contract to ensure that the contractor meets all of its DBE obligations as specified in the contract bid. The Board's DBE Office shall establish rules and regulations, to be approved by the Board, for the ongoing monitoring of contractor compliance.
- B.** Disadvantaged Business Enterprise Program Office personnel or their designated representative shall be allowed to conduct periodic monitoring of contractor's compliance with the agreed to Disadvantaged Business Enterprise Program participation requirements. Contractors shall be required to complete and return to the Disadvantaged Business Enterprise Program Office in the time required all requests for information and data relative to the contractors' activities in meeting the required Disadvantaged Business Enterprise participation goal.

Additionally, Disadvantaged Business Enterprise Office personnel or their designated representative shall have access to contractor and subcontractor(s) records pertaining to, but not specifically limited to labor, costs and materials supplied and used on the Board contract, as well as inspection and photocopying of any and all contracts, agreements and correspondence relative to the Disadvantaged Business Enterprise contract participation requirements. Such inspection will be performed during normal business hours and will be conducted in such a fashion so as to minimize interference with production of the contract. Visits may be made to job sites, as well as to administrative offices of the contractor and subcontractor(s) participants. Such inspection and on-site visits may be scheduled with or without prior notice to the contractor or Disadvantaged Business Enterprise subcontractor participant. Contractors' failure to comply with these monitoring requirements may result in termination of the contract or such other remedy as deemed appropriate by the Board.

23-13 MAINTAINING RECORDS

Subsequent to the completion of a contract, contractors are required to maintain for three (3) years such records as are necessary to determine compliance with their DBE obligations. During construction, or performance of the DBE obligations, contractors shall submit reports as requested to enable the DBE Office to monitor this compliance.

23-14 UMBRELLA BONDING

On contracts where subcontracting exists and where practicable (i.e. when a substantial risk or financial hardship would not be incurred by the prime contractor), the contractor may use an umbrella bond to encompass the DBE firm.

23-15 BOARD ACTION TO SEEK COMPLIANCE

The contractor consents to such appropriate actions taken to ensure that prime contractors and subcontractors comply with the DBE provisions, to include but not limited to:

- A. Desk audits to review all material and information concerning the contractor's compliance;
- B. On-site reviews that may include interviews, visits to project locations, and inspection of documents and/or information not available at the desk audit that pertains to the contractor's compliance;
- C. Any additional investigation that may be called for by a lack of proper record keeping, failure of the prime contractor to cooperate; failure of DBEs to cooperate; visible evidence of unsatisfactory performance; other evidence as may warrant further investigation.

23-16 NON-COMPLIANCE FINDING

The Board staff will make compliance determinations regarding its prime contractors. Documentation of noncompliance will include the specific areas in which the contractor failed to comply. In these instances, appropriate legal action consistent with the DBE and other contract provisions will be taken.

23-17 CONTRACTOR'S DUTIES

A. Record Keeping

Successful bidders shall establish and maintain records and submit regular reports to the DBE office as required, which will identify and assess progress in achieving DBE subcontract goals and other DBE participation efforts.

B. Failure To Comply With EDBP Participation Requirements

Failure to comply with any of the EDBP requirements of this contract shall constitute a violation of the terms and conditions of this contract and a cause for the termination of the contract at the option of the Board.

Such violations shall include, but not limited to:

Failing to meet the percentage participation requirements as set out in the contract documents.

Failing to use certified EDBP contractors/vendors in performing the scope of work as identified in the contract documents (EDBP participation summary sheet).

Failing to comply with the “monitoring of EDBP requirements” included herein as part of the contract, such as contractors:

Failure to submit quarterly reports and any other necessary reports timely and adequately as required by the EDBP Office,

Failure to grant access to contractor/subcontractor records by EDBP Office personnel, and

Failure to allow on-site investigations and visits, etc.

Failing to report the removal or termination of a certified EDBP vendor/subcontractor.

Failing to secure authorization for replacement of certified EDBP subcontractors from the Director of the Economically Disadvantaged Business Program.

In Lieu of termination the Board, through the EDBP Office, may impose the following penalties:

Withhold from the contractor in violation up to 10% of all future payments due to the contractor, until such time as the violations have been corrected.

Withhold from the contractor in violation, all future payments until such time as the violations have been corrected.

C. Subcontract Clause

All bidders and potential contractors must assure the Board that they will include the above clauses in all agreements which offer further subcontracting opportunities.

D. Contract Award

Bidders are hereby advised that meeting DBE subcontract goals or making a demonstrated good faith effort to meet such goals are conditions of being awarded the maintaining construction, procurement, or professional services contracts by the Board.

E. Restrictions on DBE Subcontracting

No **DBE** subcontractor or vendor selected to perform work as a **DBE** on a Sewerage and Water Board contract will be allowed to subcontract any portion of its work to a Non-Board certified **DBE**, unless the work to be performed is necessary for the execution of the contract and there are no Board certified **DBE**'s available to perform such work.

This process will require that each **DBE** participant performing work on Sewerage and Water Board funded contract submit a request to subcontract out any portion of work deemed necessary for execution of the contract to the Board's **EDBP** office. On a form provided by the **EDBP** office, the **DBE** contractor or vendor will indicate the dollar amount of work to be subcontracted, the specified scope or nature of the work, the percentage of the total amount of work to be performed by the **DBE** subcontractor and vendor, and the entity to whom the work will be subcontracted.

Both prime and **DBE** subcontractors are advised that the failure to comply with these requirements may result in the loss of **DBE** certification and non-compliance by the prime contractor in meeting **DBE** contractor obligations.

F. Changes in DBE Participation

The prime contractor will not be allowed to make changes in DBE participation without submittal of a written request explaining reason, a revised Participation Summary Sheet and approval by the Director of the Economically Disadvantaged Business Program. Failure to comply with these requirements may result in non-compliance by the prime contractor in meeting DBE contractor obligations.

23-18 POLICY TO ENHANCE THE USE OF DBE VENDORS

All vendors/contractors are encouraged to identify and use S&WB certified **DBE** vendors to the fullest extent possible in major as well as minor purchases of heavy equipment, hardware supplies, etc.

The Sewerage and Water Board has a long-standing commitment to fairness and equal opportunity in hiring and contracting. As such, the workforce of contractors/vendors is encouraged to be representative of a diverse population. Achievement of the full benefits of diversity will only come when an attitude of inclusion is adopted.

The Sewerage and Water Board believes that developing such a policy would be a positive step to increase the dollar value of contracts awarded to DBE vendors and subcontractors.

23-19 ACCESS TO APPROVED VENDOR LISTS

"The current listings of Vendors approved by the Sewerage and Water Board are available for use by the bidders on the Sewerage and Water external Website, WWW.SWBNO.ORG/

24) SPECIFICATIONS

24-01 Ten (10) lb. boxes of #1 All White Cotton Table Cloths, Napkins, Sheets, and T-Shirt Rags Only. These rags must be absorbent and must not contain BUTTONS, ZIPPERS, SNAPS, etc. The rags shall weigh between 2 (two) and 8 (eight) ounces per square yard (average 5 ounces). LACE, SILK, DENIM and POLYESTER like materials will not be accepted.

24-02 One hundred sheets (100) of All Purpose Rag Wipers per bag. Sontara is a bulky, soft, strong, conformable, lightweight sheet made of hydraulically interlaced fibers with no chemical or thermal bonding. Sontara represents state-of-the-art in non-woven structures.

24-03 AWARD OF CONTRACT

The Sewerage and Water Board of New Orleans specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, and to accept the bid which is in the best interest of the Sewerage and Water Board of New Orleans, and to reject all proposals if that is in the best interest of Sewerage and Water Board of New Orleans.

24-04 CONTRACT PERIOD

The original contract period shall be one (1) year from Notice to Proceed.

24-05 RENEWAL OPTION

The unit prices bid and contracted shall cover the requirements of the Sewerage and Water Board of New Orleans for a period of one (1) year with an additional two (2) one (1) year renewal options not to exceed a total of three (3) years if exercised by the Board. The renewal options would be in one (1) year increments with all terms, conditions and prices of the original specifications remaining unchanged during the renewal terms.

24-06 Vendors must agree to maintain a sufficient stock of fifty (50) boxes of Item No. 1 and twenty-five (25) bags of item No. 2 to allow for delivery to the various locations within three (3) days from receipt of individual orders.

If, in the event the specified product (s) as per the approved sample become (s) unavailable, the Sewerage and Water Board reserves the right to procure same or equal product from and alternate source.

24-07 A five (5) pound sample of the product to be supplied during the contract period must be submitted five (5) days before the bid date. The sample shall be submitted to the Warehouse & Supplies Manager or his representative at Sewerage and Water Board's Central Yard Warehouse location, 2900 Peoples Ave., New Orleans, La. 70122. Samples shall not be accepted after the deadline. Failure to submit the required sample shall render the bid informal. The Warehouse & Supplies Manager's decision on the approval or rejection of the sample is final.

24-08 BID PRICE

The bid price shall be figured F.O.B. to various Sewerage and Water Board locations throughout the city including Algiers.

24-09 DELIVERY

Delivery shall be to various Sewerage and Water Board locations throughout the city including Algiers.

24-10 TIME OF DELIVERY

_____ agrees to deliver the amounts they will be required to stock as specified in the Proposal within three (3) working days after receipt of release order from S&WB Warehouse Manager or their representative.

- 24-11** The quantities given in the Form of Proposal are estimated and the successful bidder must supply all items at their respective bid price (s) whether the total of such requirements be more or less than the quantities given in the form of the proposal.

The Board reserves the right to purchase only such items and in such quantities as it may require during the contract period.

- 24-12** The name of a certain brand, make, manufacturer or definite specification is used only to denote the quality standard of product desired and that the bidder is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective bidders the general style, type, character and quality of product desired and that equivalent products will be acceptable.

- 24-13** Any contract between the Sewerage and Water Board of New Orleans and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be absolutely null and shall be void and unenforceable as contrary to public policy. Any person whose conviction causes the nullity of the contract as provided shall be responsible for payment of all cost, attorneys' fees, and damages incurred in the rebidding of the contract.

25) VOLUNTARY EXTENSIONS OF THE AWARD

If this bid is determined to be the lowest responsive and responsible bid, Bidder agrees to bid extensions of the award date by up to two (2) thirty-day periods in accordance with the provisions of Louisiana Revised State, Title 38, Section 2215.

AGREED:

NAME OF BIDDER
(TYPE OR PRINT)

SIGNATURE OF BIDDER

COMPANY NAME

26) PROPOSAL

26-01 MADE BY _____

ADDRESS _____

DATE _____

26-02 _____ have carefully examined the above specifications and do hereby agree, should our proposal be accepted, to furnish and deliver the #1 All Purpose Rag Wipers as called in the foregoing specifications at the following price which is written in words and figures as follows:

ITEM NO. 1

3000 boxes 10 lbs. Each box #1 All White Cotton Rag Wipers (Table cloths, Napkins, Sheets, and T-Shirt Rags Only). Commodity Code No. 73560720903.

FOR THE UNIT PRICE OF _____
PER CASE DOLLARS

(\$ _____) TOTAL PRICE \$ _____

ITEM NO. 2

100 bags 100 Sheets each bag 12" X 24" # 1 All Purpose Rag Wipers.
Commodity Code No. 73560421224.

FOR THE UNIT PRICE OF _____
PER BAG DOLLARS

(\$ _____) TOTAL PRICE \$ _____

26-03 TOTAL LUMP SUM FOR COMPARISON OF PROPOSAL \$ _____

Note: Rags shall be ordered on an as needed basis only!

26-04 The total lump sum given herein is subject to verification by the Sewerage and Water Board. In case of discrepancy between the unit prices Bid and the total lump sum shown by the Bidder, the unit prices will be considered to be their proposal. In case of discrepancy between the lump sum total and the sum of the unit prices the sum of the unit prices will be the true bid.

27) SIGNATURE OF BIDDER:

_____ have carefully examined the foregoing specifications and associated contract drawings and do hereby agree, should our proposal be accepted, to furnish all labor materials and equipment as specified, and in the manner as set forth herein.

_____ hereby certify that _____ have received, read, and understand the attached S&WB Safety Orientation Notice and the Drug Free Policy and will comply with all provisions thereof, and will deliver the materials and/or services as specified herein at the quoted price and delivery time.

(PLEASE PRINT NAME)

BY _____
(PLEASE SIGN FULL NAME)

DATE _____

ADDRESS OF BIDDER:

STREET AND NO. _____

CITY _____

PARISH OR COUNTY _____

STATE _____

ZIP CODE: _____

TELEPHONE: _____

REMARKS: _____

28) ADDENDA:

THE ABOVE ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

NO. _____ DATED _____

NO. _____ DATED _____

NO. _____ DATED _____

NO. _____ DATED _____

29) AFFIDAVIT

In accordance with Louisiana Revised Statute 38:2227 the following affidavit shown on the next page must be submitted with the bid. Failure to do so will render the bid non-responsive. **PLEASE NOTE, THE AFFIDAVIT MUST BE NOTARIZED.**

**AFFIDAVIT
STATE OF LOUISIANA
PARISH OF ORLEANS**

AFFIDAVIT

BEFORE ME, the undersigned authority, duly commissioned and qualified and sworn in and for the State and Parish aforesaid, personally came and appeared _____ who after being duly sworn, did depose and say as follows:

1. He/she is the _____ (title) of _____ (company);
2. He/she has not been convicted of, or has entered a plea of guilty or nolo contendere to any of the crimes, or equivalent federal crimes, listed in Louisiana Revised Statute 38:2227, specifically: public bribery, corrupt influencing, extortion, money laundering, theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors misapplication of payments, malfeasance in office.
3. The contracting entity, person or corporation whose principal(s), member(s), and /or Officer(s) have, within the preceding 5 years, not been convicted or plead guilty to, a felony under state or federal statutes, for embezzlement, theft of public funds, bribery, falsification or destruction of public records; (City Code Section 2-8)
4. The following is a list of individual partners, incorporators, directors, managers, officers, organizers, or members who have a minimum ten percent interest ownership interest in the bidding entity:
_____(name) _____(name)
_____(name) _____(name)
_____(name) _____(name)

5. No other persons hold an ownership interest in the bidding entity via a counter letter.
6. None of the above named individual partners, incorporators, directors, managers, officers, organizers, or members, who has a minimum ten percent interest ownership in the bidding entity, been convicted of, or has entered a plea of guilty or nolo contendere to any of the crimes, or equivalent federal crimes, listed in Louisiana Revised Statute 38:2227, specifically: public bribery, corrupt influencing, extortion, money laundering, theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors misapplication of payments, malfeasance in office.
7. He/she is not delinquent on any taxes owed the City of New Orleans or fees/charges to the Sewerage and Water Board. (City Code Section 2-8)

The following sections apply only to Public Works Contracts:

8. In accord with LA Revised Statute 38:2212.10 the entity represented herein is registered and participates in the "Status verification system" of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324(a), known as the "E-Verify" program to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
9. The entity represented herein shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
10. The entity represented herein shall require all subcontractors to submit to the contractor a sworn affidavit verifying compliance with the Status verification system.

WITNESSES:

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____ 20____.

NOTARY PUBLIC

(Print Notary Name and Notary Id. No. or Bar Roll No.)

ECONOMICALLY DISADVANTAGED PARTICIPATION SUMMARY SHEET

Minimum Percentage Goal Participation for this Contract is 30 %

Contract Number and Name _____

Names and Address of Disadvantaged Business Enterprise Company	Name of Contact Person	Scope of Work to be Performed	Dollar Amount of Work to be Performed	Percentage of Dollar Amount to Total Bid Price

THIS FORM MUST BE COMPLETED AND SUBMITTED BY ALL BIDDERS, ALONG WITH SIGNED CORRESPONDENCE FROM SLD BE(S) ON THEIR OWN LETTERHEAD REAFFIRMING NEGOTIATED TERMS, AT TIME OF BID. **FAILURE TO DO SO WILL RENDER THE BID NON-RESPONSIVE.**
BY SUBMITTAL OF THIS FORM, PRIME CONTRACTOR ACKNOWLEDGES THAT DBE(S) HAVE BEEN CONTACTED AND A FIRM PRICE HAS BEEN OBTAINED.
NOTE: SIGNATURE REQUIRED EVEN IF JUDGED NOT APPLICABLE BY THE BIDDER

Prime Name: _____
Print Name

Prime Signature _____
Signature

Prime Company's Name: _____

Date: _____

Prime Address: _____

E-mail: _____

For Goods & Services, and Professional Service Projects

Telephone Number: _____

Revised March 6, 2018